Course Management

Last Modified on 08/22/2025 1:06 pm CDT

The Course Management tool allows courses to be created and managed at the state level and then pushed to district sites, providing consistent course offerings throughout the entire state. It is available for State Edition installations.

State Course Code information is published directly to districts. Course Master Information and Course Information are updated with the Course Code values. Use of Course Masters is not required to use this tool, as data is published to both tools.

The Course Management tool replaces the <u>Course Code Setup</u> tool, which is currently available in select states and will be removed in a future release.

Соц	urse Management 🚖		Scheduling	& Courses > Courses > Course Managemen
	State Code - Name		Published Info	Related TODIS X
		T		
	0A007X0 - AP Research		Published: 4/24/2025 8:11 AM by System	Administrator View
	0A017X0 - AP Seminar		Published: 4/24/2025 8:11 AM by System	Administrator View
	0A027X0 - AP Computer Science	Principles	Published: 4/24/2025 8:11 AM by System	Administrator View
	0C002X0 - Comm Coll Course C	Course Management 🖈		Scheduling & Courses > Courses > Course Management Related Tools ^
	0C015X0 - COM231 Public Spe	Collapse All		
	0C035X0 - HUM115 Critical Thi			
	0C045X0 - COM160 Small Grp 0	State Course Information		-
	0C055X0 - COM110 Intro to Co	Start Year:	End Year:	Published: Published: 4/24/2025 8:11 AM by
	0C065X0 - PHI215 Philosophica	•	•	System Administrator
	0C075X0 - PHI240 Introduction	Course Number: (Required)	Course Name: (Required)	
	0C085X0 - COM120 Intro Interp	04007x0	AP Research	
	0C095X0 - HUM110 Technolog	State Code: 0A007X0		State Code Name: (Required)
	0C105X0 - HUM130 Myth in Hu			AP Research
	0C115X0 - REL110 World Religi	NCES Code:		
		SCED SUDJECT Area:	•	SCED Course Identifier:
14	4 1 2 3 4 5 6	Ausilable Cornegia Unit Credit	SOED Causes Laugh	POED Resuments (method of the metho)
Pu	ublish Selected to Districts Publis	0.00		$\begin{bmatrix} 1 & \bullet \\ 0 & \bullet \end{bmatrix} \text{ of } \begin{bmatrix} 1 & \bullet \\ \bullet \end{bmatrix}$
-		SCED Lowest Grade:	SCED Highest Grade:	
		Description: (3)		
		B <i>i</i> <u>U</u> A: =	· = = ¶; c> ⊞ (■ +:
		Save Publish to Districts Close		
			Course Manageme	ent

See the Course Management Tool Rights article for details on applicable tool rights.

District Edition Visibility to Course Code Updates



When State Course Codes are updated and published to districts, users who have at least **Write** to the following tools receive a State Notification in the Message Center:

- Academic & Graduation Programs
- Add Course Master
- Course Master Information

All active state course codes are currently listed. State Course codes can be:

- Searched for using the available filter fields of **State Code Name** and **Published Info** (when the code was last published to districts).
- Viewed to see State Course Information details, assigned Course Setup checkboxes, and state-defined fields.
- Modified by viewing the State Course Information details, then saved and published to districts.
- Published to selected districts.
- Published to ALL districts.

Search State Course Codes

Searching can be done for All Years and All districts. There is no need to select a specific year, district, or calendar from the context switcher.

State Course Codes can be searched by name or the last time they were published.

- When searching by **State Code Name**, enter the start of the code or the name of the Course Code.
- When searching by **Published Info**, enter the date the code was published, the time it was published, or the user who published it. This refers to the date, time, and user who published the course code in the State Edition, not when it was visible in the District Edition.

State Code - Name		Published Info	
	•	T	
010101 - Advanced Agricultural Economics and Agribusiness Management			View
010102 - Special Topics, Agribusiness			View
010103 - Agricultural Ed Internship			View
010110 - Agriculture Communications			View
010111 - Agriculture Sales & Marketing			View
010113 - MuSU Field Application in Ag			View
010121 - Agriculture Employability Skills			View
010131 - Agribusiness/Farm Management			View
010135 - MuSU Intro to Agribusiness			View
010211 - Agriculture Structures & Design			View
1 2 3 4 5 6 7 8 9 10 • •		1-2	5 of 2368

Infinite Campus

The list of state course codes is narrowed to just the ones that match what is entered.

Со	urse Management ☆	Scheduling & Courses > Course > Courses > Courses > Courses > Courses > Cour	rse Management
			Related Tools A
\Box	State Code - Name	Published Info	
	01010		•
	010101 - Advanced Agricultural Economics and Agribusiness Management		View
	010102 - Special Topics, Agribusiness		View
	010103 - Agricultural Ed Internship		View
	201010 - Money Skills		View
\Box	701010 - Primary Self-Contained		View
	901010 - Practical Living/Life Skills		View
M	4 1 1 1	1	1 - 6 of 6 items
			. o or o nems
H	< <u>1</u> ► H		1 - 6 of (
	Course Management	- Filtered State Course Codes	

Click the **Filter** icon to choose additional filtering options.

Co	urse Management ☆	
	State Code - Name	Published Info
	0101	T
	010101 - Advanced Agricultural Economics and Agribusiness Management	Is equal to ed: 4/25/2025 11:20 A
	010102 - Special Topics, Agribusiness	Contains ed: 4/25/2025 11:20 A
	010103 - Agricultural Ed Internship	Does not contain Ed: 4/25/2025 11:20 A
	010110 - Agriculture Communications	Starts with
	010111 - Agriculture Sales & Marketing	Ends with
	010112 MuCH Field Application in Ar	

Campus

Click the **Clear Filter** icon next to the search field or manually remove the text from the field to return the list to display all state course codes.

Со	urse Management ☆	Scheduling & Courses > Courses > Courses	e Management
		Re	lated Tools 🔨
	State Code - Name	Published Info	
	01010	T	
	010101 - Advanced Agricultural Economics and Agribusiness Management	Published: 4/25/2025 11:20 AM by System Administrator	View
	010102 - Special Topics, Agribusiness	Published: 4/25/2025 11:20 AM by System Administrator	View
	010103 - Agricultural Ed Internship	Published: 4/25/2025 11:20 AM by System Administrator	View
\Box	201010 - Money Skills	Published: 4/25/2025 11:20 AM by System Administrator	View
\Box	701010 - Primary Self-Contained	Published: 4/25/2025 11:20 AM by System Administrator	View
\Box	901010 - Practical Living/Life Skills	Published: 4/25/2025 11:20 AM by System Administrator	View
	Course Managen	nent - Clear Filter Ontion	
	eouise munugen	iene elear meer option	

View and Modify State Course Codes

Modifications can be made to any of the available fields on the available cards. Once updates have been saved, use the **Publish to Districts** button to push those updates to the districts' Course Master Information/Course Information details.

Click the **View** button on the right-hand side to access State Course Information details.

	State Code - Name		Published Info	
	01010	<i>7</i>		T
)	010101 - Advanced Agricultural Ec Management	onomics and Agribusiness	Published: 4/25/2025 11:20 AM by	System Administrator
	010102 - Special Topics, Agribusin	ess	Published: 4/25/2025 11:20 AM by \$	System Administrator
)	010103 - Agricultural Ed Internshij	Course Management 🌣		Schedulin & Courses > Courses > C
)	201010 - Money Skills			
	701010 - Primary Self-Contained	Collapse All		↓
)	901010 - Practical Living/Life Skill	State Course Information		
		Start Year:	End Year:	Published: Published: 4/25/2025 11:20 AM by System
		Course Number: (Required) 010101	Course Name: (Required) Advanced Agricultural Economic	
		State Code: 010101		State Code Name: (Required) Advanced Agricultural Economics and Agribusiness Management
		NCES Code: 03052G1.0014		
		SCED Subject Area:		SCED Course Identifier: (Required)
		Available Carnegie Unit Credit:	SCED Course Lavel: G: General or regular	SCED Sequence: (part of m parts) 1 • of 4 •
		SCED Lowest Grade: 08: Grade 8 Description:	SCED Highest Grade:	
		B i U A: = =	· – ¶: • = = +:	5

Course Information is organized into the following sections:

- **State Course Information** includes identifying course information, whether it's been published to districts (displays the most recent date and time stamp and who published it), SCED information, and a course description.
- **Course Setup** includes fields like whether the course is an attendance-taking course, uses positive attendance, is standards-based, reports scores on a student's transcript, and much more.
- **State Defined** lists all of the fields used for state reporting in your state and includes fields like Dual Credit and State Report Exclude.
- **Comments** lists any additional information about the course that your school or district wants known. This could be a note when the course was added to the catalog, that it must meet in a certain room, that it's only for seniors, or some other piece of information.

For details on the available fields, see the <u>Course Information</u> article.

Not all fields are available on the State Course Information editor. Fields that do not affect course management at the state level - for example, scheduling or district-defined fields - are not included.

The fields available for the state are the same as those at the district. Depending on state requirements, those fields may or may not be modified at the district level.

Collapse All		
State Course Information		-
Start Year:	End Year:	Published: Published: 4/25/2025 12:03 PM bv Svstem
· · ·	··	Administrator
Course Number: (Required)	Course Name: (Required)	
State Code:		State Code Name: (Required)
230110		English 2
NCES Code:		
SCED Subject Area:	Ţ	SCED Course Identifier:
Available Carnegie Unit Credit:	SCED Course Level:	SCED Sequence: (part n of m parts)
0.00	· · · ·	□ v of □ v
SCED Lowest Grade:	SCED Highest Grade:	
Description: ()		
Description: •	ᆕ¶: ☞⊞ \ +:	
Description: ● B i U A: = = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC	चिमः ङ⊞ ⊒ +ः	∽ ~ :
Description: B i U A: = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC) Number: (Required)	The second secon	Activo:
Description: B i U A! = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC V) Number: (Required) 230110-S1	The second secon	Active:
Description: B i U A: = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC ▼ Number: (Required) 230110-S1 State Code:	The second secon	Active:
Description: ● B i U A: = = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC ▼ Number: (Required) 230110-51 State Code: 230110: English 2 NESS Code:	The first second	r ~ : −
Description: B i U A: = = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC Number: (Required) 230110-S1 State Code: 230110: English 2 NCES Code: SCED Subject Area:	The second secon	Active:
Description: B i U A: = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC • Number: (Required) 230110-S1 State Code: 230110: English 2 NCES Code: SEED Subject Area:	= ¶: c> ⊞ i +: nation Name: (Required) ENGLISH 	Active:
Description: ● B i U A: = = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC ▼ Number: (Required) 230110-S1 State Code: 230110: English 2 NCES Code: SCED Subject Area:	Image: The second se	Active:
Description: B i U A! = = General Course Master Inform Course Catalog: (Required) [19-20 District Catalog (HIGH SC • Number: (Required) 230110-S1 State Code: 230110: English 2 NCES Code: SCED Subject Area:	Image: The set of th	Active: ✓ SCED Course Identifier: SCED Sequence: (part n of m parts) 1 ✓ of 1 ✓
Description: B i U A! = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC •) Number: (Required) 230110-S1 State Code: 230110-S1 State Code: SCED Subject Area: Available Carnegie Unit Credit: 0.00 SCED Lowest Grade:	Image: (Required) ENGLISH II Image: (Required) ENGLISH II Image: (Required) Image: (Required) ENGLISH II Image: (Required) Image:	Active: SCED Course Identifier: SCED Sequence: (part n of m parts) 1 v of 1 v
Description: B i U A! = = General Course Master Inform Course Catalog: (Required) 19-20 District Catalog (HIGH SC • Number: (Required) 230110-S1 State Code: 230110: English 2 NCES Code: SCED Subject Area: 0.00 SCED Lowest Grade: Description:	Image: The second sec	Active: ✓ SCED Course Identifier: SCED Sequence: (part n of m parts) 1 ✓ of 1 ✓

When any field on the Course Management tool has a value entered by the state, that value is published to the district and locked, except for Course Name and Course Number, which the district can always manage.

Start Year, End Year

Infinite 🗂

State Course Codes can have a Start Year and End Year assigned. This allows state course codes to be created for future calendar years and published to districts without affecting state course codes for the current year. Both year fields can be entered, or just one year field, or no year fields.

A state course code assigned a Start Year of 2025 and no End Year is current and active with the start of the 2025-2026 school year. A state course code assigned no Start Year and an End Year of 2026 is active through the end of the 2025-26 school year. A state course code with no start or end year fields populated is current and active for all years.

tart Year:	End Year:	Published:
2025	▼ 2026	Published: 4/25/2025 11:20 AM by System Ad
ourse Number: (Required)		
010101	2026	
ate Code:	2025	State Code Name: (Required)
10101	2024	Advanced Agricultural Economics and Agribu
	2023	
CES Code:	2022	
3032G1.0014		

The available Start and End Year values are based on the <u>School Year Setup</u> values available in State Edition.

School Year Setup ☆		Scheduling & Courses > Calendar Setup > School Year Set	etup
		Related Tools	^]
🕒 Save 🙁 Delete 🕂 New			
School Year Editor			- 1
Label Start Year	End Year Active		- 1
25-26 2025	2026		
24-25 2024	2025 X		
23-24 2023	2024		- 1
22-23 2022	2023		- 1
20-21 2020	2022		
School Vaar Datail			_
*Label	Active		_
25-26			- 1
*Start Year	*End Year		- 1
2025	2026		- 1
Start Date	End Date		- 1
			- 1
			- 1
Instructional Minutes Preference	ce From Previous Year Reset Default Preference		_
Exclude non-instructional periods			
Exclude non-instructional minutes			_
Evolute time gaps between periods			_
School Day Minutes Preference			_
Exclude non-instructional periods			
Evaluate new instructional minutes	Max non-instructional minutes nor paried		_
	wax non-instructional minutes per period		_
Exclude time gaps between periods	Max non-instructional minutes for period gaps		- 1
			_
			_
	State Edition - Sc	hool Year Setun	
	State Lution - Sc	noor rear Secup	

Course Management information overrides Course Master information that is active for the calendar and school years that fall within the course code start and end dates. The Course Master displays the locked values from the Course Management record. Course records associated with that Course Master for that calendar are also updated with the locked values from the Course Management record. Management record.

Course Management information overrides State Code information for courses that are NOT linked to a Course Master when that Course falls within the same start and end years as the Course Management record.

When a Course or Course Master of the calendar context uses a state code whose start/end dates DO NOT fall within the same year context, that Course or Course Master becomes inactive for that calendar year. The state code value for that Course or Course Master needs to be updated with a state code from the published list for that year.



Publish State Course Codes

Published State Course Codes are listed with the date and time, and the user who published the codes. This is visible on the main Course Management view and when viewing the State Course Information record.

Соι	urse M	anagement 🏠				Scheduling &	Courses >	
	State Co	ode - Name		Published Info				
			T			T		
	010101 Manage	I - Advanced Agricultural Economics and Ag ement	ribusiness	Published: 4/25/	2025 11:20 AM by System Administrator		View	
	010102	2 - Special Topics, Agribusiness		Published: 4/25/	2025 11:20 AM by System Administrator		View	
	010103	3 - Agricultural Ed Internship		Published: 4/25/	2025 11:20 AM by System Administrator		View	
	010110) - Agriculture Communications					View	
	010	Course Management ☆					Scheduling & Cours	ses >
		State Course Information	End Year:	•	Published: Published: 4/25/2025 11:20 AM by System Administrator]		-
		Course Number: (Required)	Course Name: (Required)	al Economic				
		State Code: 010101			State Code Name: (Required) Advanced Agricultural Economics and A	gribusiness Man	agement	
	Į	010101 NCES Code: 03052G1 0014			Advanced Agricultural Economics and A	gribusiness Man	agement	
			Published In	formation	for a State Code			

When a state course code is published, it can be published to all districts or selected districts. When an update has been made, a notification is sent to the Message Center at District Edition. A quartz job runs overnight and sends the message to the District Edition users who have appropriate tool rights.

0	tate Code - Name			Published Info		
HUM115 Critical Thinking						
0	0C035X0 - HUM115 Critical Thinking			Published: 7/1/2025 11:22 AM by Sy	ystem Administrator	View
		Publish to Districts			×	
		A detailed notification will	be sent to the Message Center for all Dist	rict Edition users with the appropriate tool	rights.	
Select the districts to publish the following State Code records to.			lish the following State Code records to.			
		Districts: (Required) County Schools 😵				
		Xear	State Code - Name	Last Published Info Last Published Districts		
		2022 - 2026	0C035X0 - HUM115 Critical Thinking	Published: 7/1/2025 11:22 AM by System Administrator	All Districts	
		H 4 1 > H			1 - 1 of 1 items	
					Publish Close	
					- abilait biose	

The **Last Published Districts** lists the most recent districts that received an updated state course code. When that code was published to more than five districts, use the Export to Excel option to see which districts received the update.

The notification is considered a State Notification and looks similar to this.

ate:			Process: State Notification		
ate:			State Notification		
00/1111	Ê	End Date: MM/DD/YYYY			
Clear					
REQUIRED	TYPE	PROCESS	NAME	POSTED DATE	DUE DATE
ł.		State Notification	1 Academic Programs have been updated. View changes in Academic and Graduation Programs (Academic view) and filter on "Published On Or After Date" for state-specific updates.	08/14/2025	
t.	۵	State Notification	3 courses updated. View changes in Ad Hoc report within Course/Section	07/24/2025	
ł.		State Notification	1 Academic Programs have been updated. View changes in Academic and Graduation Programs (Academic view) and filter on "Published On Or After Date" for state-specific updates.	07/24/2025	
	D	State Notification	1 Graduation Programs have been updated. View changes in Academic and Graduation Programs (Graduation view) and filter on "Published On Or After Date" for state-specific	07/23/2025	
F	EQUIRED	Clear EQUIRED TYPE	Clear EQUIRED TYPE PROCESS ! . . State Notification ! . State Notification ! . State Notification ! . State Notification	Clear EQUIRED TYPE PROCESS NAME : State Notification 1 Academic Programs have been updated. View changes in Academic and Graduation Programs (Academic view) and filter on "Published On Or After Date" for state-specific updates. : State Notification 3 courses updated. View changes in Ad Hoc report within Course/Section : State Notification 1 Academic Programs have been updated. View changes in Academic and Graduation Programs (Academic view) and filter on "Published On Or After Date" for state-specific updates. : State Notification 1 Academic Programs have been updated. View changes in Academic and Graduation Programs (Academic view) and filter on "Published On Or After Date" for state-specific updates. : State Notification 1 Graduation Programs have been updated. View changes in Academic and Graduation Programs (Graduation view) and filter on "Published On Or After Date" for state-specific	Clear TYPE PROCESS NAME POSTED DATE eQUIRED TYPE PROCESS NAME POSTED DATE : State Notification 1 Academic Programs have been updated. View changes in Academic and Graduation Programs (Academic view) and filter on "Published On Or After Date" for state-specific updates. 08/14/2025 : State Notification 3 courses updated. View changes in Ad Hoc report within Course/Section 07/24/2025 : State Notification 1 Academic Programs have been updated. View changes in Academic and Graduation Programs (Academic view) and filter on "Published On Or After Date" for state-specific updates. 07/24/2025 : State Notification 1 Academic view) and filter on "Published On Or After Date" for state-specific updates. 07/24/2025 : State Notification 1 Graduation Programs have been updated. View changes in Academic and Graduation Programs (Graduation view) and filter on "Published On Or After Date" for state-specific 07/24/2025

Publish Selected State Course Codes to Districts

Course information can be published to districts from the main page of the Course Management tool or from the individual State Course Information editor.

From the main view of the Course Management tool



- 1. Select which State Course Codes to publish to the districts by placing a checkbox in the lefthand column.
- Click the **Publish Selected to Districts** button. A pop-up window displays, indicating that a notification with details on the update has been sent to the Message Center and lists the Start Year and End Year entered on the State Course Information screen, the selected State Course Codes, and when they were last published.
- On the Publish to Districts pop-up, select which Districts receive the message. Choose All
 Districts to publish the record to all districts in the state, or choose specific districts to
 publish the record.
- 4. Click **Publish.** There may be a short time where the system processes. When it is complete, the selected codes are published to districts, and the Published Info column for those codes is updated to the date and time the publishing was complete.

	State Code - Name	Published Info									
	0A007X0 - AP Researc	h		Published: 4/24/	2025 8:11 AM by System Administrator	View					
	0A017X0 - AP Semina	A017X0 - AP Seminar		Published: 4/24/2025 8:11 AM by System Administrator		View					
	0A027X0 - AP Comput	er Science Principles		Published: 4/24/	2025 8:11 AM by System Administrator	View					
	0C002X0 - Comm Coll	Course Other Content		Published: 4/24/2025 8:11 AM by System Administrator							
0	DCD15XD-COM231 Publish to Districts ×										
	0C035X0 - HUM115	Year	State Code - Name		Last Published	View					
	0C045X0 - COM160	No Start - No End	0A007X0 - AP Research		Published: 4/24/2025 8:11 AM by System Administrator	View					
	0C055X0 - COM110	No Start - No End	0A017X0 - AP Seminar		Published: 4/24/2025 8:11 AM by System Administrator	View					
	0C065X0 - PHI215	No Start - No End	0A027X0 - AP Computer Science Principles		Published: 4/24/2025 8:11 AM by System Administrator	View					
	0C075X0 - PHI240 I	H 4 1 → H			1 - 3 of 3 items	View					
	0C085X0 - COM120					View					
	0C095X0 - HUM110				Publish Close	View					
	0C105X0 - HUM130 M	yth in Human Culture		Published: 4/24/2025 8:11 AM by System Administrator							
-											
			Publish Selecte	ed Code	s to Districts						

From the State Course Information view

- 1. Click **View** from the main Course Management list of state course codes. The State Course Information editors display.
- 2. Modify any fields that need to be modified.
- 3. **Save** those modifications. A green Saved banner displays above the Collaps All button.
- 4. Click the **Publish to Districts** button. The updated course information is pushed to districts with the updated information. The updated record with the date and time the course information was published is visible on the Course Management list.

nrt Year: 2022 •		End Year: Published: 2026 Published: 8/19/2025 1:12 PM by System Administrator						
se Number: (Required)	Course Name: (Required)						
)35X0	Publish to Districts			×				
State Code: 0C035X0 A detailed notification will be sent to the Message Center for all District Edition users with the appropriate tool rights. Image: Code records to the Code recode to the Code records to the Code records to the Co								
Code: 1	Districts: (Required)	-						
Social Sciences	D Export to Excel							
able Carnegie Unit (Year	State Code - Name	Last Published Info	Last Published Districts				
	2022 - 2026	0C035X0 - HUM115 Critical Thinking	Published: 8/19/2025 1:12 PM by System Administrator	County Schools				
Lowest Grade:	H 4 1 H H			1 - 1 of 1 items				
iption: () B <i>i <u>U</u></i>				Publish Close	• ~ i			
Publish to Distr	icts Close							

Publish All Records to Districts

Infinite Campus

- 1. Click the **Publish All Records to Districts** button. This selects ALL records on ALL pages. A pop-up window displays, listing the Start Year and End Year entered on the State Course Information screen, all State Codes, and when they were last published.
- 2. Click **Publish.** There may be a short time where the system processes. When it is complete, the main screen displays and the Published Info column for those codes is updated to the date and time the publishing at state edition was complete.